

CHECKLIST FOR CONCEPT PLAN SUBMITTAL REQUIREMENTS

Submit all application information to:
City of Asheville
Planning & Development Department
5th Floor, City Hall Building
70 Court Plaza
Asheville, NC 28801
828-259-5830

All submittals are due by 12:00 Noon on:
The 2nd Wednesday of the month for TRC1
The 4th Wednesday of the month for TRC2

- ☐ Completed Concept Application
- ☐ Signed Owner's Affidavit
- ☐ Signed Pre-Application Form
- ☐ All Completed Checklists
- ☐ Required # of Folded Plans
- ☐ MSD Allocation Letter *(not application)*
- ☐ Water Allocation Letter *(not application)*
- ☐ Filing Fees (list breakdown below)

\$ _____ Planning & Development

\$ _____ Grading Permit

\$ _____ Stormwater Permit

\$ _____ Driveway Permit

NOTE: Failure to provide the above information will prevent the application from being accepted and will result in a postponement of review by the TRC.

2007 TRC DEADLINE AND MEETING DATES

DEADLINE DATE	MEETING DATE
January 10 th	February 5 th
January 24 th	February 19 th
February 14 th	March 5 th
February 28 th	March 19 th
March 14 th	April 2 nd
March 28 th	April 16 th
April 11 th	May 7 th
April 25 th	May 21 st
May 9 th	June 4 th
May 23 rd	June 18 th
June 13 th	July 2 nd
June 27 th	July 16 th
July 11 th	August 6 th
July 25 th	August 20 th
*NO AUGUST TRC1 DEADLINE	*NO SEPTEMBER TRC1 MTG.
August 22 nd	September 17 th
September 12 th	October 1 st
September 26 th	October 22 nd
October 10 th	November 5 th
October 24 th	November 19 th
November 14 th	December 3 rd
November 28 th	December 17 th
December 12 th	January 7 th
*December 27 th (Thursday)	January 21 st

*Due to Holidays

Deadlines are the 2nd and last
Wednesday of the Month by 12:00 pm

Meetings start at 1:30pm in the City of Asheville's
First Floor North Conference Room at 70 Court Plaza

**Planning and Development
Fees and Charges - March, 2006**

Zoning Permit Fees**		Permitting Fees	
Level II Site Plan Review:		Driveway Permit Fees:	
Commercial 35,000-100,000 sq. ft.	\$550	Commercial Driveway Entrance (per cut)	\$200
Industrial >100,000 and < 15 acres	\$550	Residential Driveway Entrance	\$100
Residential 20 - 50 units- including the following:	\$450		
Non-residential uses>10,000 sq.ft. located in residential district, &			
Additions of >10,000 sq. ft. to non-residential use located in residential districts			
Level III Site Plan Review:*		Grading Permit Fees:	
Commercial > 100,000 sq. ft.	\$1,250	Commercial Less than 10,000 sq. ft.	\$270
Industrial > than 15 acres	\$1,250	10,000 sq. ft. to 1 acre	\$540
Residential of more than 50 units	\$550	Plus additional acre <i>OR any portion of</i>	\$540
* and Resubmittal Fee for Final Permit Review	\$100		
Conditional Uses Fee: *		Stormwater Permit Fees:	
Cell Towers	\$4,050	Level II Project	\$560
Adult Uses	\$650	Level III Project	\$760
All others	\$350		
* and Resubmittal Fee for Final Permit Review	\$100		
**If construction work has been initiated prior to the issuance of one or more of the above permits or reviews, the applicable fee(s) shall be double the amount.		Sidewalk (fee in lieu) - Per Linear Foot:	
Rezoning:		5' wide sidewalk (4" thick concrete)	\$20
1 lot < 1 acre	\$350	5' wide sidewalk (brick)	\$65
2-4 lots or 1-3 acres	\$450	Retaining Wall	\$28
4-9 acres	\$550	Railing	\$11.50
10-25 acres	\$750	Curb and Gutter	\$17.30
25+ acres	\$950		
Conditional Zoning:			
1 lot < 1 acre	\$350		
2-4 lots or 1-3 acres	\$450		
4-9 acres	\$750		
10-25 acres	\$1,550		
25+ acres	\$2,050		
Subdivision:			
Major (Preliminary Plat)	\$150 + \$25/lot		
Subdivision Modification	\$150		



REZONING AND CONCEPT PLAN APPLICATION

☐ REZONING ☐ CONDITIONAL ZONING ☐ LEVEL 3 PROJECT ☐ CONDITIONAL USE PERMIT

APPLICATION DATE: _____

BP # _____

PZ # _____

Property Owner's Information

- | | |
|--------------------------|------------------------|
| 1) Owner's Name: _____ | Mailing Address: _____ |
| Phone No.: _____ | Fax No.: _____ |
| Owner's Signature: _____ | Email: _____ |
| 2) Owner's Name: _____ | Mailing Address: _____ |
| Phone No.: _____ | Fax No.: _____ |
| Owner's Signature: _____ | Email: _____ |

Location of Subject Property (s)

- | | |
|--------------------------|------------|
| 1) Street Address: _____ | PIN: _____ |
| 2) Street Address: _____ | PIN: _____ |
| 3) Street Address: _____ | PIN: _____ |

Description of Request

☐ REZONING OR CONDITIONAL ZONING (CZ) REQUEST

Current Zoning District(s): _____ Proposed Zoning District: _____

Description: _____

☐ LEVEL 3 SITE PLAN REVIEW OR CONDITIONAL USE PERMIT

Current Zoning District(s): _____

Description: _____

OFFICE STAFF ONLY:

Fee Paid: \$ _____ Received: _____ Cash / Check No. _____

OWNER'S AFFIDAVIT

I (we) the undersigned do hereby give permission to:

(Agent's name or Organization) _____ to file a
petition / application for property located at _____, and having the
PIN _____.

I (we) understand that this affidavit is for the purpose of requesting a:

- | | |
|--|--|
| <input type="checkbox"/> REZONING | <input type="checkbox"/> LEVEL THREE PLAN REVIEW |
| <input type="checkbox"/> CONDITIONAL ZONING | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CONDITONAL USE PERMIT | |

from the Asheville City Council of City of Asheville, North Carolina.

OR

I (we) understand that this affidavit is for the purpose of requesting a:

- | |
|---|
| <input type="checkbox"/> LEVEL TWO PLAN REVIEW |
| <input type="checkbox"/> MAJOR SUBDIVISION REVIEW |
| <input type="checkbox"/> OTHER: _____ |

from the City of Asheville's Technical Review Committee (TRC).

I further understand that my signature is a consent to all conditions and/or stipulations that may be imposed or adopted by the approving body noted above, as part of the petition / application approval.

OWNER:

If you would like to be notified of meetings, in addition to your agent's notification, check the box next to "Please Notify" below and provide email or mailing address.

1) Owner's Name (PRINT): _____

Signature: _____ Date: _____

☐ Please Notify - Address: _____

2) Owner's Name (PRINT): _____

Signature: _____ Date: _____

☐ Please Notify - Address: _____

AGENT'S INFORMATION:

How do you prefer to be contacted: _____ Email _____ Phone _____ US Mail _____

Name (PRINT): _____ EMAIL: _____

Phone No.: _____ Cell: _____ Fax No: _____

Mailing Address: _____

Pre-Application Conference: _____
Date *Staff Person*

Project Description: _____

Project Address: _____ **PIN:** _____

5 Complete Folded **Full-Sized Bound Sets** (24" x 36" Typical Sheets) 2 Complete **8 1/2 X 11** Sized Sets

9 Complete **11 x 17** Sized Sets

Other Comments: _____

Print Name: _____ Relationship to Project: _____

COVER SHEET SUBMITTAL REQUIREMENTS

The Cover Sheet must contain the following information:

- _____

MASTER PLAN SUBMITTAL REQUIREMENTS

- Titleblock (See Pre-Application Form for Standard Format) ☐

The Master Plan must include a "Development Data Block" containing the following information:

- Name of project ☐
- Project address ☐
- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) of property being developed ☐

The Master Plan must include the following information:

- North arrow ☐
- Vicinity map ☐
- Graphic scale: between 1 inch = 10 ft. and 1 inch = 100 ft. ☐
- Zoning district ☐
- Size of property in acres ☐
- Provide building information (number of buildings, number of units, height of buildings) ☐
- List total grading area in acres ☐
- List impervious surface in acreage or square footage ☐
- Show all property boundaries ☐
- Show all proposed structures (building footprints) and their location in relationship to existing structures ☐
- Show all required building setbacks ☐
- Show all existing streets, easements, and right-of-ways ☐
- Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private ☐
- Show required street lighting for all new or proposed public or private street ☐
- Show all phasing lines with an anticipated timeline for phasing ☐
- List parking requirements (include bicycle and handicap spaces) ☐
- Show proposed parking lot layout and if applicable the relationship to existing parking lot layout ☐
- Show all adjacent property owners, PINs, and zoning districts ☐

EXISTING CONDITIONS/DEMOLITION PLAN SUBMITTAL REQUIREMENTS

(Existing conditions and demolition plans may be submitted on separate sheets, if preferred.)

- Titleblock (See Pre-Application Form for Standard Format) ☐

Existing Conditions/Demolition Plans must include a "Development Data Block" containing the following information:

- Location of project/address ☐
- PIN number(s) ☐
- Zoning district ☐
- Size of property in acres (or square feet if less than one acre) ☐

The Existing Conditions/Demolition Plan must include the following information:

- North arrow ☐
- Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft ☐
- Show all **existing** property boundaries with dimensions (show entire property) ☐
- Show all adjacent property owners and PIN's ☐
- Show all **existing** structures (with building square footage, # of stories, etc.) and their location on the property; Note and graphically indicate if building is to remain or to be demolished ☐
- Show all **existing** utilities; Note if utilities are to be relocated ☐
- Show all **existing** parking and vehicular use areas; Note and graphically indicate if any parking or vehicular use area is to be removed ☐
- Show or note all significant topographic/geologic features (creeks, flood zones, drainage areas, areas of severe topography, rock outcrops, etc.) ☐
- Show or note all significant vegetation (existing gardens, woodland areas, etc.) ☐
- Show **existing** access points including; roads, driveways, bicycle paths pedestrian paths, sidewalks etc.; Note if any existing access points are not used ☐
- Show approximate locations of **existing** easements and rights-of-way. ☐
- Show and label neighboring streets and note whether they are public or privately maintained ☐
- Show or indicate location of nearest fire hydrant (if offsite, provide distance from property corner) ☐

CONCEPTUAL SITE LAYOUT, MATERIALS & ZONING COMPLIANCE PLAN
SUBMITTAL REQUIREMENTS

- Titleblock (See Pre-Application Form for Standard Format) ☐

Concept Plans must include a “Development Data Block” containing the following information:

- Location of project/address ☐
- PIN number(s) ☐
- Zoning district ☐
- Size of property in acres (or square feet if less than one acre) ☐
- List number of parking spaces **required** and **provided** by type (include bicycle parking) ☐
- Density calculations (if applicable) ☐
- Landscape calculations ☐
- Open space calculations (if applicable) ☐

The Concept Plan must include the following information:

- Graphic Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft. ☐
- North arrow ☐
- Show all **existing** property boundaries with dimensions (show entire property) ☐
- Show all **existing** and **proposed** structures and their location on the property (Note building square footage and number of stories) ☐
- Show or note all significant topographic/geologic features (creeks, flood zones, drainage areas, areas of severe topography, etc.) ☐
- Show **existing** and **proposed** access points including; driveways, bicycle paths pedestrian paths, etc. (Note if any existing access points are not used) ☐
- Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private ☐
- Show required street lighting for all new or proposed public or private street ☐
- Show approximate locations of **existing** and **proposed** easements and rights-of-way ☐
- Show approximate location of **existing** and **proposed** sidewalk(s) ☐
- Show required setbacks; Note and dimension any encroachments ☐
- Show required street lighting for all new or proposed public or private street ☐
- Show road profiles for all new roads, **if** the project is located in the Hillside Area ☐
- Show proposed parking lot layout and direction of traffic flow ☐
- Show and dimension lot aisle width, parking spaces, bicycle parking, handicap spaces and handicap loading areas ☐
- Show and label neighboring streets ☐
- Show neighboring uses and zoning on adjacent properties ☐
- Show or indicate location of nearest fire hydrant (if offsite, provide distance from property corner) ☐
- Show site HC accessibility compliance per NC State Building Code 1 (i.e. handicap ramps, handicap parking, etc.). ☐
- Show location and dimension of all existing and proposed buffer areas ☐
- Show required screening of dumpsters and other outdoor storage and utility structures ☐
- Show location and number of existing and/or proposed street trees ☐
- Show location and number of plantings required in vehicular use area ☐
- Show and label all proposed required open space areas ☐

CONCEPTUAL GRADING / EROSION CONTROL / STORMWATER PLAN

PLEASE NOTE THAT THE GRADING AND EROSION CONTROL CAN ONLY BE COMBINED WITH STORMWATER ON THE CONCEPT PLAN. THE PLANS MUST BE SEPARATED ON THE FINAL PLANS.

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Grading / Erosion Control plans must include a “Development Data Block” containing the following information:

- □ □ □ □ □

The Grading / Erosion Control Plan must include the following:

- [illegible]

BUILDING ELEVATIONS SUBMITTAL REQUIREMENTS

-

The Building Elevations must include a “Development Data Block” containing the following information:

- | |
|--|
| |
| |
| |
| |
| |

The Building Elevations must include the following information:

- [illegible]

BUILDING ELEVATIONS SUBMITTAL REQUIREMENTS

- 

The Building Elevations must include a “Development Data Block” containing the following information:

- | |
|--|
| |
| |
| |
| |
| |

The Building Elevations must include the following information:

- □ □ □ □ □ □

UTILITY PLAN SUBMITTAL REQUIREMENTS

- Titleblock (See Pre-Application Form for Standard Format) ☐

The Utility Plan must include a "Development Data Block" containing the following information:

- Name of project ☐
- Project address ☐
- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) of property being developed ☐

The Utility Plan must include the following information:

- North arrow ☐
- Vicinity map ☐
- Graphic scale: between 1 inch = 10 ft. and 1 inch = 100 ft. ☐
- Zoning district ☐
- Size of property in acres ☐
- Show all property boundaries ☐
- Show all required building setbacks ☐
- Show all adjacent property owners, PINs, and zoning districts ☐
- Show all existing and proposed streets, easements, and right-of-ways ☐
- Show location of existing and proposed sidewalks ☐
- Show proposed locations of all storm water lines & catch basins ☐
- Show the location of street trees and any other landscaping located near utility lines or easements ☐

Fire Department Requirements

- Provide the following building information: Number of buildings, number of units, base square footage, and height of buildings ☐
- Show all existing and proposed water lines, indicate the line use and its size (Note that post indicating valves are required in lieu of street valves on private fire-lines) ☐
- Show all existing and proposed fire hydrants, indicate if private or public ownership ☐
- Show the point of connection to the city main; location of the city vault, meter, and backflow locations ☐
- Show the location of all fire sprinkler system fire department connections (FDC) ☐
- Show all proposed structures (building footprints) and their location in relationship to existing and proposed waterlines and their appurtenances ☐

MSD Requirements

- Show all existing and proposed sanitary sewer lines/manholes (specify size and type) with direction of flow and MSD manhole numbers. ☐
- Show all existing and proposed permanent structures (incl. trees) and their location in relation to existing and proposed sanitary sewer lines. ☐
- Show all existing streets, easements, and right-of-ways ☐
- Show proposed streets, easements, and right-of-ways ☐
- Show topography or finished floor elevations for proposed buildings with a service line to each lot with clean-out located at edge of permanent sewer easement or public right-of-way. ☐
- Include profile view of proposed sanitary sewer from connection point upstream to the end of proposed line with all utility crossings shown along with 100 year flood elevation. ☐
- Show all utility phasing lines with an anticipated timeline for phasing ☐

HILLSIDE AREA PLAN SUBMITTAL REQUIREMENTS

Refer to Section 7-12-4 of the Unified Development Ordinance for specific requirements.

Hillside Area: Property that has an average slope of its natural terrain of 15 percent or greater **and** has an elevation of 2,220 feet above mean sea level or greater

Grading: Shall mean the manipulation of the ground forms including but not limited to, cutting of trees with excavation of stumps or any other earth-disturbing activities (excluding installation of utilities in an area with a topographic change of not more than five percent where the area disturbed is not wider than 18 inches (including ditch spill areas) and the creation of stormwater drainage and erosion control ditches except when the ditch is located in an existing natural drainage channel and the only improvement is the lining of the channel with rock)

- **Titleblock** (See Pre-Application Form for Standard Format) ☐

The Hillside Area Site Plan must include a "Development Data Block" containing the following information:

- Name of project ☐
- Project address ☐
- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) of property being developed ☐

The Hillside Area Site Plan must include the following information:

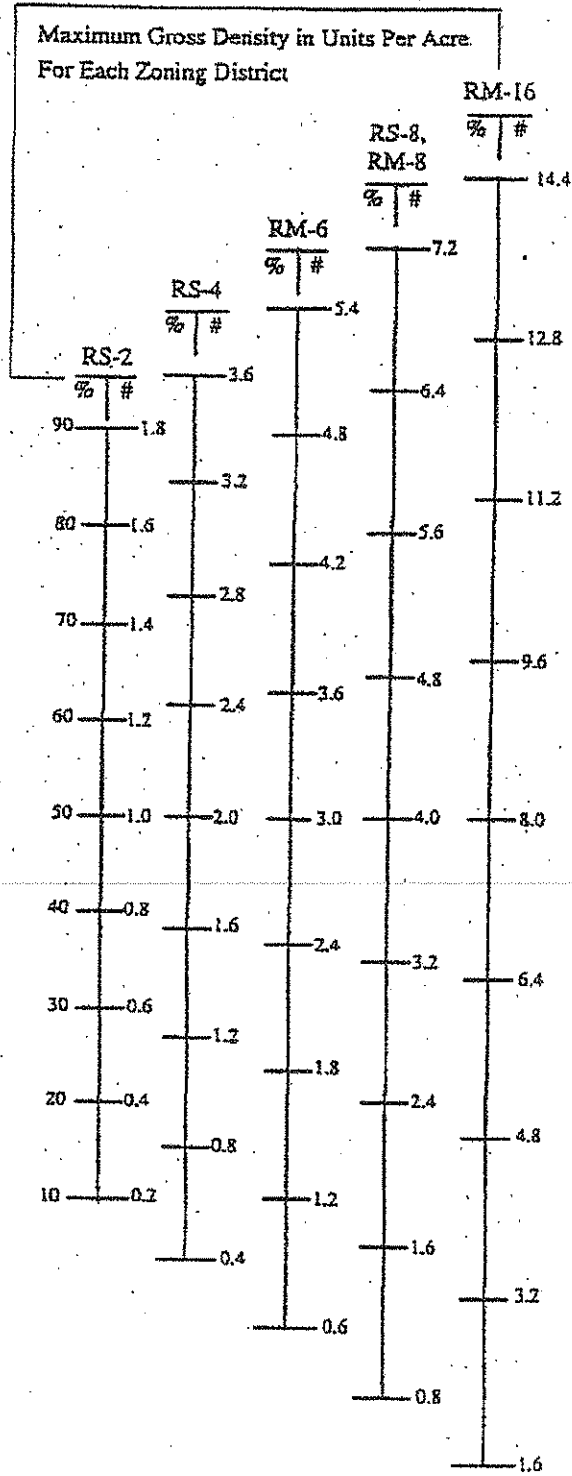
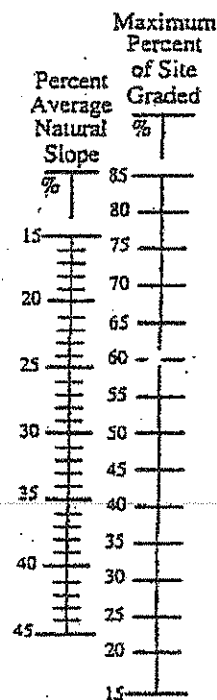
- North arrow ☐
- Vicinity map ☐
- Graphic scale: between 1 inch = 10 ft. and 1 inch = 50 ft. ☐
- Zoning district ☐
- Size of property in acres ☐
- Show the entire property boundary and provide acreage of parcel ☐
- Provide contour scale and interval of map to be five feet or less ☐
- Clearly delineate existing and proposed contours ☐
- Clearly define and illustrate all area(s) of grading (see definition above) and show limits of disturbance ☐
- Show all proposed roads, driveway's and all other areas of land disturbance ☐
- Provide the Average Natural Slope calculations (show details of how calculation was determined - refer to Section 7-12-4(c) of the UDO) ☐
- Provide a copy of the grading and density graph used to determine the maximum percent of site grading allowance and the maximum gross density permitted (see reverse side) ☐
- Provide a calculation for the disturbed area within the road right-of-way ☐
- Label and dimension any tree save and/or preservation areas ☐

Major Subdivisions

- In addition to the information noted above, indicate the total disturbed area per lot (The "disturbed area per lot" is to be included in the maximum grading allowance permitted for the entire development.) ☐

Hillsides Grading and Density Graph

Hinge
+



INTRODUCTION

TO

CONDITIONAL ZONING

What is the purpose of Conditional Zoning Permit? Conditional permits are uses which are generally compatible with other land uses permitted in a zoning district but which, because of their unique characteristics or potential impacts on the surrounding neighborhood and/or the city as a whole, require individual consideration of their location, design, configuration, or operation at the particular location proposed. Such individual consideration may also call for the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location and to ensure protection of the public health, safety, and welfare.

When is it appropriate to apply for a Conditional Zoning Permit? This zoning tool is available to promote land uses and activities that benefit the public in general. If there is only private benefit, the tool should not be used. However, public benefits should be broadly construed and take into consideration uses that: Support City plans and programs (2010 Plan, Ped/Bike Plan, HUD Consolidated Plan; Greenway Plan, City CIP program, Smart Growth policies, Sustainable Economic Development Task Force Report, etc.); Promotes or protects community character; Preserves historic or environmental resources; Promotes transportation connectivity, Promotes multimodal transportation; Provides for affordable housing; Resolves neighborhood land use disputes; Promotes City urban design goals; etc.

*** The basic rule here is that these tools are a mechanism to negotiate development activities in a way that benefits the public.**

How do I find out if my Conditional Zoning Permit proposal will meet the guidelines? It is important that potential applicants have a pre-filing meeting with a representative from the Planning and Development Department. This meeting should clear up any filing issues and provide preliminary guidance to what the expectations of the City will be. Following the pre-filing meeting, it is important to ensure the requested land use, site plans, and drawings, etc are in compliance with the Unified Development Ordinance (UDO) and other applicable standards and specifications. This may require contacting the Engineering Department, Public Works Department, Water Resources, Municipal Sewer Department, etc... Prior to filing the completed application, it is highly recommended that the applicant make efforts to contact the owners of nearby properties and inform them of the scope and plans of the proposed project. Once all pre-application steps have been completed and the application filing requirements have been fulfilled, it is time to submit the application and pay any applicable fees.

As an applicant, you should provide a detailed description of the project proposal including: conditional use request and how it meets the conditional use guidelines, any special conditions requested, relevant history, and any other information that may be helpful in evaluating your request.